



Main Street Grant Program

GOALS AND OBJECTIVES

The goal of this program is to improve the overall downtown Port Washington business environment and experience.

The program does this by providing financial assistance in the form of grants to individual businesses or projects in the BID district.

FUNDING PRIORITIES

Port Washington Main Street will accept and consider applications for the program for projects that will improve or enhance the downtown business environment and experience. Funding priorities are as follows:

- Projects that are located within the City of Port Washington BID District
- Projects which enhance economic development (e.g., Tourism, Sales, Foot Traffic).
- Projects which impact a large proportion of the BID District
- Projects which improve the accessibility of our downtown for all visitors
- Stimulating off-peak activity

FINANCING DESCRIPTION

Total grant funding in the amount of \$10,000 per year.

More than one project may be funded in a given year; however, the total amount funded will not exceed \$10,000.

The deadline for submitting applications for 2024 will be June 1st. If funds are not awarded by August 1st, for projects in the downtown area, funds may then be used for:

- Downtown enhancement projects undertaken by Main Street to improve the downtown area.

ELIGIBLE APPLICANTS

To be eligible for funding, a proposed project must meet all the following minimum requirements:

- Owners of commercial real estate properties, or business owners, who are PW Main Street members or who are Main Street Associate Members. Priority will be

given to Main Street members located within the BID district.

- Port Washington Main Street board or committee members and volunteers are eligible for the grant but must remove themselves from the selection process.
- Financial Feasibility and Viability. The applicant shall demonstrate that the proposed project is viable and they have the economic ability to repay any loan.
- Compliance with Applicable Laws. Applicants shall comply with all applicable local, state and federal laws and codes.

TYPES OF PROJECTS ELIGIBLE FOR PROGRAM FUNDING

Eligible projects include, but will not be limited to:

- ADA Compliance Improvements, interior or exterior, or digital
- Creating experiences that add vibrancy and increase foot traffic
- Outdoor space makeovers, eg. landscaping, patio, outdoor seating
- Business technology upgrades
- Interior renovations

Other projects that improve the downtown environment may be submitted on the application. Use the project description section to explain your proposed project.

GRANT TERMS AND CONDITIONS

Amount.

The maximum amount of a single grant may not exceed \$10,000.

Application Status.

Applicants must be in good standing with the City of Port Washington, with current taxes and utilities paid in full. The applicant must provide proof of property and liability insurance prior to the start of the grant performance period.

Reimbursement or Direct Invoice Pay Basis.

Grants will be provided on a reimbursement or direct invoice pay basis. Payment of an approved grant will require submittal of project invoices, receipts, or similar documentation of actual costs incurred for the completion of the project. Main Street may pay an invoiced cost to the Grant applicant, who will directly pay the service/product provider, before project completion. For reimbursement, payments will be made directly to the Grant applicant only at the completion of the project.

Grant Agreement.

Within one month of Grant approval, applicants must enter into a Grant Agreement with Main Street.

Start Date.

Project work cannot start prior to grant approval.

Completion Date.

The project will be completed and Grant funds requested no later than one year from the date of the Grant confirmation (after City approvals, if required). Extensions may be authorized subject to sufficient justification.

APPLICATION PROCESS

All applicants for program funding will be required to complete an application form, and provide verifiable data which demonstrates that their proposed projects are economically feasible. Applicants will be notified whether their application is complete and may be granted additional time to provide requested information or make necessary corrections. Applications will not be considered complete until the following required attachments have been received:

- Photos of existing conditions of the subject property, if applicable.
- Drawings, renderings, or photos of the proposed project, if applicable.
- Copies of estimates, bids, contracts, or quotations to be done in connection with the project.
- Main Street Grant Budgetary Spreadsheet

APPLICATION SELECTION PROCESS

Main Street Economic Revitalization Committee, together with the Main Street board, will review applications and make funding recommendations for projects that meet the program guidelines. Selected projects must then be submitted by the applicant to the City for review and approvals, if required.

Note that the Grant process does not replace the City's permitting process. Applicants are responsible for following all City rules and regulations.

1. Applicant: Submit a Grant application package to the director of Port Washington Main Street by no later than June 1, 2024. The application package may be submitted in person at the Main Street office or emailed to the director at pwmainstreetdirector@gmail.com.
2. Main Street Economic Revitalization Committee and Board of Directors: Reviews the application for completeness, rates project based on Grant priorities and determines whether the project meets the program criteria.
3. Applicant will be notified of approval/denial of the Grant application by the Main Street director on or before August 1, 2024. At this point, if required, the applicant sends project on to the appropriate City committee(s) for approval.
4. The City will review the recommended application(s) for approval, if required. Applicants can be present at the meeting to answer any questions the City committee(s) may have.
5. The Port Washington Main Street director will confirm that any necessary City permits have been completed, if required, before Grant money can be

Desired timeline for start and completion of project: _____

Written description of project (add more sheets, if necessary):

Budget and funding information (use the provided Main Street Grant Budgetary Spreadsheet):

Awards will be issued based on priorities listed in application instructions. Explain how this project meets the priorities being considered:

CERTIFICATION STATEMENT

The undersigned hereby:

Certifies that to the best of the applicant's knowledge and belief, the information being submitted to Port Washington Main Street as part of the application is true and correct.

Certifies that the applicant is in compliance with all laws, regulations, ordinances, and orders of public authorities applicable to it.

Certifies that the applicant is responsible for obtaining funding for the project and all repayment requirements.

Certifies that the applicant has disclosed and will continue to disclose any occurrence or event that could have an adverse material impact on the project. Adverse materials impact includes but is not limited to lawsuits, criminal or civil actions, bankruptcy proceedings, regulatory intervention, or inadequate capital to complete the project.

Applicant signature *Date*

Printed name

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- Main Street Grant Budgetary Spreadsheet

Any questions regarding this application or process should be addressed to:

Executive Director, Kristina Tadeo, pwmaintstreetdirector@gmail.com or (262) 268-1132.

Fill in only the blue fields applicable to your application					
Funding					
	Applicant Investment	Alternate Financing	PWMS Grant Request Amount	Total Project Value	
Grant Objectives	ADA Compliance	\$ -	\$ -	\$ -	\$ -
	<i>Subcategory</i>			\$ -	
	<i>Subcategory</i>			\$ -	
	<i>Subcategory</i>			\$ -	
	<i>Subcategory</i>			\$ -	
	Experiential	\$ -	\$ -	\$ -	\$ -
	<i>Subcategory</i>			\$ -	
	<i>Subcategory</i>			\$ -	
	<i>Subcategory</i>			\$ -	
	<i>Subcategory</i>			\$ -	
	Outdoor Space	\$ -	\$ -	\$ -	\$ -
	<i>Subcategory</i>			\$ -	
	<i>Subcategory</i>			\$ -	
	<i>Subcategory</i>			\$ -	
	<i>Subcategory</i>			\$ -	
	Technology Upgrade	\$ -	\$ -	\$ -	\$ -
	<i>Subcategory</i>			\$ -	
	<i>Subcategory</i>			\$ -	
	<i>Subcategory</i>			\$ -	
	<i>Subcategory</i>			\$ -	
Interior Renovation	\$ -	\$ -	\$ -	\$ -	
<i>Subcategory</i>			\$ -		
<i>Subcategory</i>			\$ -		
<i>Subcategory</i>			\$ -		
<i>Subcategory</i>			\$ -		
Other	\$ -	\$ -	\$ -	\$ -	
<i>Subcategory</i>			\$ -		
<i>Subcategory</i>			\$ -		
<i>Subcategory</i>			\$ -		
<i>Subcategory</i>			\$ -		
		Total Grant Request (not to exceed \$10,000)	\$ -		